



DISTRICT COURT
31st Judicial District of Michigan
3401 Evaline Street
Hamtramck, Michigan 48212
313 876 7710 FAX 313 876 7724

Alexis G. Krot
District Judge

Benjamin Ruby
Administrator

Part Time Attorney Magistrate

Under the supervision of the Court Administrator, the successful candidate will conduct arraignments, informal hearings, accept pleas, issue search and seizure warrants, perform civil marriage ceremonies and receive and answer correspondence from court users. This is to provide service and assistance to the Chief Judge.

Required Knowledge, Skills and Abilities: Necessary skills include verbal and written communication, interpersonal relations, and decision-making skills. Essential knowledge in various laws, court proceedings, and court rules. Should be able to keep an open mind and be able to maintain orderly and controlled hearings.

Education: The applicant must possess a law degree and be licensed with the State Bar of Michigan. The applicant must be certified with the Michigan Judicial Institute to conduct Informal Hearings, or attain certification no later than the first offering of the course following date of hire.

Experience: Must have experience operating in the Michigan Court system, specifically in traffic, criminal and civil small claims law.

Compensation & Benefits: This position is a part time position (5 – 15 hrs. per week). The compensation range, depending on experience and qualifications, is \$30.00 per hour to \$35.00 per hour. This position does not include medical or retirement benefits, nor paid time off.

To apply please submit a cover letter and resume, including references, by email to bruby@31stdistrictcourt.net. Applications accepted until the position is filled. The successful candidate must be a Hamtramck resident or relocate prior to his or her appointment.

The 31st District Court is an Equal Opportunity Employer.